



Job Opportunity

State Controller's Office

Position: Information Systems Technician - Limited Term | Statewide

Location: 21st Century Project, Personnel/Payroll Services Division
300 Capitol Mall, Suite 1012, Sacramento, CA 95814

Issue Date: March 9, 2006

Final Filing Date: Until Filled

Contact/Telephone:

LaSharel Hicks, (916) 324-6922

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1360-002

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the 21st Century Project's Technology Infrastructure Manager (DPM II), the Information Systems Technician will perform less complex computer system activities, tasks, and will support system analysts, programmers, and the operations of the mySAP ERP 2005 software product.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties of the Information Systems Technician, acting as a member of the Technology Infrastructure Team, will include, but not be limited to the following:

- Develop and coordinate job stream tests for less complex systems.
- Coordinate, initiate, execute, and monitor job streams to ensure that production schedules are met.
- Perform program librarian functions, maintains data guidance documentation, retention schedules, and archive tape and backup logs.
- Evaluate diagnostic reports, liaison with multiple vendors, technical support, operations staff, and users in problem solving and service restoration.
- Write and modify control processes and procedures.
- Operate job-scheduling systems/tools.
- Operate configuration management systems/tools.
- Make decisions and/or properly escalates issues relating to obstacles inhibiting the progress of the implementation.
- Perform simple installations of new software and software upgrades.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



DESIRABLE QUALIFICATIONS:

Attributes:

- Ability to communicate effectively.
- Good analytical and interpersonal skills.
- Ability to easily adapt to change and act effectively under pressure.
- Ability to conduct oral presentations.
- Ability to create and sustain cooperative working relationships.
- Possess the following personal traits: patience, tact, reliability, and dependability.

Desired Experience:

- Worked on software application development project.
- Experience with job-scheduling systems/tools.
- Experience performing librarian functions.

Reasons to apply/accept a position with the 21st Century Project Team:

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in the project design, development, and implementation of the industry-leading mySAP ERP 2005 software product.
2. This is a multiyear project and a great opportunity to work closely with dedicated state professionals, our contracting system integrator, and with a premiere IT software platform.
3. You will be on the cutting edge gaining valuable IT competencies, opportunity for extensive training, and acquiring experience that will be marketable statewide.

NOTE: In March 2006, this position will relocate with the 21st Century Project team to a new office location in West Sacramento, which has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project, Personnel Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878

Attn: LaSharel Hicks